



Department of Employee Relations
City Hall, Room 706
200 E. Wells St.
Milwaukee, WI 53202-3554



This position is only open to current City of Milwaukee employees.

SPECIAL ASSISTANT TO THE CITY ATTORNEY

Office of the City Attorney

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the City Attorney

PURPOSE: Responsible for the overall business operations and administrative management functions of the department including budget development and administration, financial analyses and reporting, support staff management and supervision, formulation and implementation of office policies and procedures, preparation of financial and management reports, operations and facilities management, and IT management and coordination.

ESSENTIAL FUNCTIONS:

- Prepares and administers budget
- Formulates and prepares administrative and financial management tools and reports
- Manages department support staff
- Develops and implements office policies, procedures, and operational standards
- Oversee operations and facilities management functions
- Assesses and coordinates departmental IT information needs, systems, and applications
- Monitors accounts and budget expenditures
- Oversee personnel, HR administration, and accounting functions
- Plans and coordinates logistical and operational needs
- Monitors outside counsel and expert contracts
- Performs other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration or related field from an accredited college or university. A related Master's Degree is preferred.
2. Five years of progressively responsible professional experience in finance, budgeting and/or administration.

NOTE: Equivalent combinations of education, training and experience may also be considered.

KNOWLEDGE, SKILLS AND ABILITIES AND OTHER CHARACTERISTICS:

- Strong written and oral communication skills
- Excellent analytical ability and research skills
- Ability to prepare and administer the budget and manage financial activities
- Ability to effectively supervise other staff members
- Knowledge of computers operations and systems
- Knowledge of administrative and financial management tools
- Knowledge of City procurement contract procedures
- Ability to work independently with minimal supervision
- Ability to organize work and establish priorities
- Ability to establish and maintain good interpersonal relations and communications with attorneys and support staff

DESIRABLE QUALIFICATIONS:

- Governmental budgeting, policy analysis, and supervisory experience is highly desirable

CURRENT SALARY RANGE (PR 1FX): \$60,809 to \$85,129 annually.

THE SELECTION PROCESS: The City Attorney's Office reserves the right to call only the most qualified candidates to the interview process.

APPLICATION PROCEDURE:

- Cover letters and resumes should be sent to the City Attorney's Office, 200 E. Wells St., Room 800, Milwaukee, WI 53202, ATTN: Laura Bergner **by June 15, 2012.**